Eldridge, Iowa
January 15, 1951

Miss Catherine M. Seitz, Librarian
Dubuque County Library
Court House
Dubuque, Iowa

Dear Miss Seitz:

Please accept my apologies for my failure to answer your letter long ago. I did begin a letter as the enclosure will indicate, but before I could get it completed so many things intervened and it got so late I simply waited until I could send you a copy of the annual report.

The news that Dubuque County voted for the county library under the new law was indeed good news. Hearty congratulations to you and your library board, for I'm sure it took great effort on the part of all of you to put it over. May the future be very successful.

Sincerely,

Elizabeth B. Hage, Librarian
SCOTT COUNTY LIBRARY

EBH:mw

COPY

SCOTT COUNTY LIBRARY

Financial Report

1950

INCOME FROM TAXES	$42,763.68	
MISCELLANEOUS INCOME	255.00	$43,018.68
EXPENDITURES		
Books	11,598.62	
Furniture and equipment	3,241.35	
Insurance	283.26	
Janitor supplies	15.70	
Light	98.52	
Permanent improvements	1,370.42	
Rent	2,700.00	
Salaries	8,531.50	
Supplies	1,035.04	
Telephone	92.70	
Travel	220.99	
Trucks (running expenses)	209.54	
TOTAL BILLS PAID.	29,979.01	
TO SINKING FUND	5,000.00	
RUNNING EXPENSES FOR JAN., FEB., MAR., 1951	8,039.67	43,018.68

PETTY CASH ACCOUNT

FINES COLLECTED	16.85	
STAFF BOOKS PURCHASED THROUGH LIBRARY . . .	51.00	67.85
EXPENDITURES		
Wash room supplies	5.52	
Miscellaneous supplies.	14.54	
Postage	12.90	
BALANCE	34.89	67.85

stations

BREAK-DOWN OF STATION EXPENSE ACCOUNT

1950

Blue Grass -	$150.00	(paid for attendent's salary @ 75¢ an hr. - 4 hr. a week)
Princeton -	150.00	(" " " " @ 75¢ an hr. - 4 hr. a week)
Le Claire -	150.00	(paid in rent at rate of $16.00 a mo.)

1951

Blue Grass -	~~$200.00~~ 200	(to be paid as salary @ 75¢ an hr. - 4 hr. a week)
Princeton	~~$200.00~~ 200	(to be paid as salary @ 75¢ an hr. - 4 hr. a week)
Le Claire	~~$200.00~~ 192.00	rent
	390.00	for salary of 1 attendent @ 75¢ an hr. for 10 hr. a week
Walcott	200.00	rent
	312.00	for salary of 1 attendent @ 75¢ an hr. for 8 hr. a week
Buffalo	200.00	rent
	312.00	for salary of 1 attendent @ 75¢ an hr. for 8 hr. a week
	~~2014.00~~	
	1836.00	

SALARY SCHEDULE BREAK-DOWN FOR 1951

Present salaries

Librarian -	$4000.00
Driver-Clerk	3000.00
Clerk	1800.00
Clerk	2400.00
	11200.00

14,700 budgeted for 1951

15% cost of living increase retroactive to January, 1951 for:

Librarian -	$4600.00	
Clerk -	2070.00	6270.00
Clerk- 6 mo	1380.00	8050.00
Cataloger- 5½ mo. @3057	1401.02	1401.02
Bkmble. libn. 4 mo. @ 3057	1019.00	1019.00
Driver-Clerk- 11 mo @ 3000	2740.00	2740.00
	13630.02	14,709 budgeted for 1951
Clerk - 3 mo.@ $200.	600.00	600.00
		13,930.00

in April

No cost of living increase for driver clerk because he was satisfied to begin at $3000.

A cataloger has been hired to begin work July 15 @ base rate of 3057 - beginning salary recommended by ALA. for grade 1 professional libn.

A bookmobile libn. can be hired to begin work Sept. 15 @ base rate of 3057 - beginning salary recommended by ALA for grade 1 professional libn.

The second clerk has resigned as of July 1 to go to library school.

Another person has been hired for the summer months to work as bookmobile libn. @ $200.00. She has almost completed her library school course.

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According to job descriptions made by the ALA personnel division, the work being done by the librarian of this size library falls into Professional grade 4. Beginning salary for that grade is $4909 with $17.50 monthly increments each year after the first until the top of 5749 is reached. This is a 5-step range.

According to the same despriptions the cataloger & bookmobile libn. fall into Professional Grade 1 with beginning salaries of $3057, monthly increments of $10.00 for a 5 yr. range. the top being $3537.

According to the same descriptions the clerical work being done by clerks in this library fall into Clerical Grade 2, with beginning salary $2150 and 3 yr. range with $5.00 monthly